

Tentative Map: Condo Conversion			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,570
ENVIRONMENTAL		\$629	
PDS REVIEW TEAMS			\$12,790
STORMWATER			\$2,255
DEH	SEPTIC/WELL		\$1,088
	SEWER		\$1,088
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		None	
INITIAL DEPOSIT & FEE TOTAL \$19,332			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

If "B" or "D" Special Area Regulation; must comply with Site Plan regulations and submit a Site Plan concurrently with Condo Map.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Maps
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any Deeds)
- [394 Preliminary Floodplain Evaluation](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Maps: **Eleven (11) hard copies.**
- Public Notice Package: (see PDS-516 for Specific Requirements).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**
- [LUEG-SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**

PART C:

All items below are informational only and not be submitted.

209	Defense and Indemnification Agreement FAQs
298	Supplemental Public Notice Procedure
312	Condominium Conversion Applicant's Guide
372	Tentative Map Applicant's Guide
515	Public Notice Procedure
516	Public Notice Applicant's Guide
906	Signature Requirements
	Policy G-3: Determination of Legal Parcel
	Policy I-49: Distribution of Notification of Land Use Hearings

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package **MUST BE** complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcountry.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Maps are to be stapled together in sets and folded to 8½" x 11" (Size of map: 1 or 2 sheets 18"x26") with the lower right-hand corner exposed.
5. Conversions of existing structures with no additional dwelling units proposed may be categorically exempt from CEQA (Section 15301 (k) or 15282 (f), therefore CEQA environmental exemption fees are required.
6. Ask whether the building has received final building inspection for occupancy.
7. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**
8. At INTAKE, a copy of the Major Pre-Application letter from PDS or a copy of the form (PDS-328) waiving the Major Pre-Application Meeting MUST be submitted by the applicant. Techs: Check ACCELA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal.
9. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.
11. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.